

Technical Assistant

Company

Our client is a global leader in optimized resource management. With a strong presence in China ,it is committed to design and provide water, waste and energy management solutions that contribute to the sustainable development of communities and industries. As a key player in energy management, it has unique expertise in energy efficiency, heating and cooling network management and renewable energy production.

This position is based in Jinan,Shandong province.

Responsibilities

To assist Operation Control Director to manager technical issues, constructions, legalization and cost control, as well as language communication support needed.

- Support on the local projects' progress tracking and push forward the localization progress of technical project, construction. Check quality and provide professional advice on improvement from time to time
- Assist with preparation of reports/data, presentations, correspondences, technical drawings and transferring files
- Assist the Operation Control Director for communication with brother companies, departments, contractors, design institutes, etc.
- Responsible for Operation Control Director's working schedule and arranging the daily transactions
- Interpretation and translation to English for Operation Control Director. Translation of foreign documents, correspondence, etc. to Chinese
- Assist Operation Control Director to deal with Technical File and work relevant
- Take notes and keep minutes during relevant meetings
- Booking and arranging travel, transport and accommodation;Miscellaneous task to support Operation Control director, which will vary according to the sector and to the OCD's remit.

Requirements

- Bachelor Degree and major from a recognized technical theatre training institution or an equivalent combination of education professional experience
- 2+ years' experience as technical (first job could be considered)
- Excellent command of written, reading, and spoken English
- Acquaintance with thermal plant operation, included boiler, turbine/generator, chemical water treatment, coal/ biomass management
- Be familiar with ERP system, office skills

- Professional work capability, work in high efficiency way, think logically and be good at summary & analysis
- Ability to work independently, meet deadlines, and multi-task under pressure as a dynamic and supportive team member.
- Flexibility and adaptability. Organizational skills and the ability to multitask.
- Ability to deal with sensitive information with discretion and to maintain confidentiality,
- Frequent business travels are required for this position.

Please send your resume to:
zhao.lys@ccifc.org